

Labor Category Qualification Descriptions

Relevant Experience: Must be directly related to the position applying for (i.e. same position or a junior position of the same category). All categories must be able to read and utilize DoD drawings, reference documentation and technical manuals. For all labor categories, desire Navy C4I logistics competency experience and recent experience to be within 1 year of the date of the evaluation.

Table Acronyms, Abbreviations or Code: (K)-Key Person; (R) - Required; (D)- Desired; (SPIDER) - SPAWAR PEO Integrated Data Environment Repository; (FRCB) - Fleet Readiness Certification Board; (CDMD-OA) - Configuration Data Managers Database-Open Architecture; (NERP) – Navy Enterprise Resource Planning; (PBIS) - Program Budget Information System; (MILCON) - Military Construction; (ILS) - Integrated Logistics Support; RCM-Reliability Centered Maintenance; (IT) - Technology; Yrs.- Years; HS- High School or equivalent Degree; (C4I) - Command, Control, Communications, Computers & Intelligence

Key Personnel

LABOR CATEGORY	RELEVANT EXPERIENCE	EDUCATION	YEARS OF EXPERIENCE
Program Manager	<p>(R) - Experience developing and managing shore unique positions including validating professional certifications and qualifications for potential new hires in the areas of; shore installation management support, work plan management, advance planning, modernization planning, integration planning, scheduling, C4I MILCON and special projects, specialized shore installation managers, technical specialists (in such areas as shore drawings developers/reviewers), FRCB members and shore logistics.</p> <p>- Demonstrated experience managing, tracking and reporting; finance/ funding status and staffing levels, across multiple programs, projects, incorporating mixed appropriation funding types.</p> <p>- Possess a current "Secret" Security Clearance.</p> <p>- Must be proficient in MS Excel, PowerPoint and Word software</p>	<p>(R) Bachelor's of Science degree from an accredited college or university in Business Administration or Engineering (Specialized expertise cannot be substituted for a Bachelor's degree).</p> <p>(D) Master's Degree in a relevant technical or management science curriculum (MBA, MS, or Masters in Engineering)</p> <p>(D) Lean Six Sigma, CMMI and PMP certifications.</p>	<p>(R) Ten (10) years minimum specialized management experience with the Department of the Navy or comparable Government Agencies</p> <p>(R) At least five (5) years of this experience must be in contract management experience in direct support to a program management office (PMO) or similar organization.</p>

<p>SENIOR SYSTEM ENGINEER (MILCON Lead)</p>	<p>(R) Position requires extensive knowledge and experience in the following areas:</p> <ul style="list-style-type: none"> - Development and maintenance of Project Manage Controls (PMC) including integrated scheduling, Earned Value Management (EVM) monitoring, and Navy ashore modernization process. -Development and maintenance of Integrated Master Schedule (IMS) and Integrated Master Plan (IMP) including detailed resource loading of schedules utilizing MS Project 2007/2010. - SPAWAR Shore Installation Handbook version 4.0. - Installation Database (SPIDER and IMOTracker) - Compose reports identifying schedule status, trends, risks with recommended mitigations. - Risk Management - FRCB standards and processes - Experience in developing project management plans, integration plan and test plans. - Possess a current "Secret" Security Clearance. - Must be proficient in MS Excel, PowerPoint and Word software 	<p>(R) Bachelor's degree in Engineering or Computer Science from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree)</p> <p>(D) Master's Degree in a relevant technical or management science curriculum (MBA, MS, or Masters in Engineering)</p>	<p>(R) Five (5) years of relevant experience with the Department of the Navy or comparable Government Agencies developing and maintain detailed resource loaded schedules of projects using MS Project Software</p> <p>(R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization providing scheduling services.</p> <p>(R) At least two (2) year of this experience must be in direct support of a C4I MILCON program.</p>
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<p>SENIOR SYSTEM ENGINEER (Project Planning/Integration Lead)</p>	<p>(R) Position requires extensive knowledge and experience in the following areas:</p> <ul style="list-style-type: none"> - Development and maintenance of Project Manage Controls (PMC) including integrated scheduling, Earned Value Management (EVM) monitoring, and ashore modernization process. - Development and maintenance of Integrated Master Schedule (IMS) and Integrated Master Plan (IMP) including detailed resource loading of schedules utilizing MS Project 2007/2010. - SPAWAR Shore Installation Handbook version 4.0. - Installation Database (SPIDER and IMOTracker) - Risk Management - FRCB standards and processes - Integrating multiple schedules into a master project schedule, base lining, reporting performance measurements such as; baseline Budget at Completion (BAC), Cost Performance Index (CPI), Schedule Performance Index (SPI), Estimate at Completion(EAC), and Estimate to Complete (ETC) - Troubleshoot and monitor potential scheduling problems - Identify major milestones, decision points, project life-cycle and other project events - Compose reports identifying schedule status, trends, risks with recommended mitigations. - Interfacing with internal and external staffs and organizations (Other SPAWAR Platform and Product Codes, SSC PAC and external organizations involved in the project) to define, review and refine project goals, milestones, and objectives. - Possess a current "Secret" Security Clearance. - Must be proficient in MS Excel, PowerPoint and Word software - Oracle Primavera P6 software 	<p>(R) Bachelor's degree in Engineering or Computer Science from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree)</p> <p>(D) Master's Degree in a relevant technical or management science curriculum (for example MBA, MS, or Masters in Engineering)</p>	<p>(R) Five (5) years of relevant experience with the Department of the Navy or comparable Government Agencies developing and maintain detailed resource loaded schedules of projects using MS Project Software</p> <p>(R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization providing scheduling services.</p> <p>(R) At least two (2) year of this experience must be in direct support of a C4I MILCON program.</p>
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<p>SENIOR SYSTEM ENGINEER (Design Center Lead)</p>	<p>(R) Position requires extensive knowledge and experience in the following areas:</p> <ul style="list-style-type: none"> - SPAWAR Shore Installation Handbook version 4.0 - Development and review of shore Installation Design Plans (IDP) in compliance with appendix “Q” of the SPAWAR Shore Installation Handbook version 4.0 and SPAWAR IRD Version 2.0 standard. - Installation Database (SPIDER and IMOTracker) - SPAWAR 4.2 Formatting checklist version 4.1 - Personnel management to ensure that qualified personnel are assigned and engaged properly in the development and review of shore installation drawing to include: Installation Requirement Drawings (IRD), Installation Design Plans (IDP), Functional Interface Drawings (FID), and As-Built drawings - Implementing and overseeing processes to ensure that adequate and timely reviews are scheduled and executed for all installation drawings. - Developing, maintaining and tracking performance metrics - FRCB standards and processes - Possess a current “Secret” Security Clearance. 	<p>(R) Bachelor’s degree in Engineering from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree)</p> <p>(D) Master’s Degree in a relevant technical or management science curriculum (for example MBA, MS, or Masters in Engineering)</p>	<p>(R) Five (5) years of experience in government related C4I installation management position in direct support to a program management office (PMO) or similar organization.</p> <p>(R) Three (3) years of recent relevant management experience in shore installation drawing development of AutoCAD formatted Installation Requirement Drawings (IRD), Installation Design Plans (IDP), Functional Interface Drawings (FID), and As-Built drawings.</p>
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<p>SENIOR PROGRAM MANAGEMENT SPECIALIST (Special Projects Lead)</p>	<p>(R) Position requires extensive knowledge and experience in the following areas:</p> <ul style="list-style-type: none"> - Managing C4ISR/IT integration projects for MILCON, Command Centers, Operations Centers, or Master Telecommunications Facilities - SPAWAR Shore Installation Handbook version 4.0. - Installation Database (SPIDER and IMOTracker) - Risk Management (Risk Exchange Tool) - FRCB standards and processes - Interfacing with internal and external staffs and organizations (Other SPAWAR Platform and Product Codes, SSC PAC and external organizations involved in the project) to define, review and refine project goals, milestones, and objectives. - Developing project management plans and/or integration plans - Overseeing/managing shore platform design and installation efforts. - Personnel management to ensure that qualified personnel are assigned and engaged properly in design, installation, and integration tasking in accordance with applicable project plans and schedules. - Possess a current "Secret" Security Clearance. - Must be proficient in MS Excel, PowerPoint and Word software 	<p>(R) Bachelor's degree from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree)</p> <p>(D) Master's Degree in a relevant technical or management science curriculum (for example MBA, MS, or Masters in Engineering)</p>	<p>(R) Five (5) years of relevant shore installation management experience with the Department of the Navy or comparable Government Agencies</p> <p>(R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization.</p> <p>(R) At least two (2) year of this experience must be in direct support of a C4I Special Project/program.</p>
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<p>SENIOR PROGRAM MANAGEMENT SPECIALIST (Shore Installation Lead)</p>	<p>(R) Position requires extensive practical shore installation related experience and knowledge in the areas of:</p> <ul style="list-style-type: none"> - PEO C4I Modernization CONOPS, SPAWAR directives and policies relating to Shore Installation Process requirements and standards - FRCB standards and processes - SPAWAR Fleet Directorate (FRD) standards policies. - Installation Database (SPIDER and IMOTracker) - SPAWAR Shore Installation Handbook version 4.0. - Conducting detailed installation analysis of problematic shore installations or related issues concerning shore installation readiness, design or execution issues and in developing proposed solutions to achieve acceptable cost, schedule and performance goals. - Preparing shore related briefs, correspondence, white papers and specialized shore proposals. - Developing shore specific conferences/meeting agendas, attendees, agendas and action items. - Roles and Responsibilities (R&R) of the Regional Shore Installation Managers (RSIM(s)). - Possess a current "Secret" Security Clearance. -Must be proficient in MS Excel, PowerPoint and Word software 	<p>(R) Bachelor's degree from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree)</p> <p>(D) Master's Degree in a relevant technical or management science curriculum (for example MBA, MS, or Masters in Engineering)</p>	<p>(R) Five (5) Years of relevant shore installation management experience with the Department of the Navy or comparable Government Agencies</p> <p>(R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization.</p>
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<p>SENIOR LOGISTICIAN</p>	<p>(R) Proficient in the following supporting databases: PARTS, CDMD-OA, SPIDER, Remedy, HARPS, TDMIS, CMPro, SCRAT (classified access) and other databases used in the performance of assigned logistics tasks.</p> <ul style="list-style-type: none"> - Shore and Expeditionary Integration Integrated Logistics Support (ILS) - Experience for the planning, development, and sustainment of all PMW 790 designated Acquisition Category (ACAT) programs, Projects, Abbreviated Acquisition Programs (AAPs), and other Non-Program Of Record (POR) systems. - Experience in Key ILS and life cycle support areas to include: Maintenance Planning & Management, Supply Support, Support Equipment, Manpower & Personnel, Training & Training Support, Technical Data, Computer Resources, Packaging Handling Storage & Transportation (PHS&T), and Facilities & Infrastructure. - Experience in the development, reviewing and evaluation of logistics documentation to include; Life Cycle Sustainment Plans (LCSP), Maintenance Concepts/Plans, Navy Training Systems Plans (NTSP), Logistics Requirements and Funding Summaries (LRFS), Program Support Data (PSD) sheets, Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plan, Item Unique Identification (IUID) Implementation Plan, and other logistics documentation as required. - Have familiarity with the functions of Fleet Support Teams (FST) and its responsibilities. - ILS certification development within the framework of the Navy Modernization Process (NMP). - Experience in shore installation processes including FRCB, developing CDMD-OA inputs for the timely delivery of ILS products in support of system installations. - Proficient in using CMPro and have experience in interpreting and assessing configuration updates and logistics impacts for a system Equipment Change Request (ECR). - Familiar with Acquisition and Sustainment Independent Logistics Assessments (ILA) processes. - Possess a current "Secret" Security Clearance. - Be proficient in all Microsoft Office applications. 	<p>(R) Bachelor's degree from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree)</p> <p>(D) Master's Degree in a relevant technical or management science curriculum (for example MBA, MS, or Masters in Engineering)</p> <p>(D) DAWIA Level II certification desired.</p>	<p>(R) Five (5) years relevant experience as an Logistician working with the Department of the Navy or comparable Government Agencies</p> <p>(R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization</p>
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Non- Key Personnel

Labor Category	PWS Paragraph	RELEVANT EDUCATION	RELEVANT EXPERIENCE	Years of Experience (Desired)
Project Manager	5.3 5.4 5.5	(R) Bachelor's Degree in Math, Engineering, Scientific, Business or Management or Related Field from an accredited college or university. (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Experience includes financial tracking, task tracking and the coordination of engineering, technical support, C4I support, quality control and field support. The personnel managed should include lower level managers, senior logisticians, senior technicians and senior support personnel.	(R) Five (5) years relevant experience as an Logistician working with the Department of the Navy or comparable Government Agencies (R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization
Senior System Engineer	5.1.1.1 5.1.1.2 5.1.1.3 5.2.2.1 5.2.2.2 5.2.2.3 5.3	(R) Bachelor's Degree in Electronics / Electrical or Mechanical Engineering from an accredited college or university. (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Relevant experience in system design, testing, and analysis considering subsystem/component reliability/availability/maintainability and modifying system design accordingly to achieve required system operational thresholds/objectives.	(R) Five (5) years of relevant experience with the Department of the Navy or comparable Government Agencies developing and maintain detailed resource loaded schedules of projects using MS Project Software (R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization providing scheduling services.

System Engineer	5.1.1.1 5.1.1.2 5.1.1.3 5.1.2.4 5.2.2.1 5.2.2.2 5.2.2.3 5.3	(R) Bachelor's Degree in Math, Engineering, Scientific or Related Technical Field from an accredited college or university. (Specialized expertise cannot be substituted for a Bachelor's degree)	(R) Relevant experience in system design, testing, and analysis considering subsystem/component reliability/availability/maintainability and modifying system design accordingly to achieve required system operational thresholds/objectives	(R) Three (3) years of relevant experience with the Department of the Navy or comparable Government Agencies developing and maintain detailed resource loaded schedules of projects using MS Project Software (R) At least two (2) year of this experience must be in direct support to a program management office (PMO) or similar organization providing scheduling services.
Junior System Engineer	5.1.1.1 5.1.1.2 5.1.1.3 5.2.2.1	(R) Associate's Degree in Arts, Sciences or Related Field.	(D) Relevant experience in system design, testing, and analysis considering subsystem/component reliability/availability/maintainability and modifying system design accordingly to achieve required system operational thresholds/objectives.	

Senior Program Management Specialist	5.1.2.2 5.1.2.3 5.1.2.4 5.2.3.1 5.2.3.2 5.3 5.4	(R) Bachelor's degree from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Position requires knowledge and experience in the following areas: - Managing C4ISR/IT integration projects for MILCON, Command Centers, Operations Centers, or Master Telecommunications Facilities - SPAWAR Shore Installation Handbook version 4.0. - Installation Database (SPIDER and IMOTracker) - Risk Management (Risk Exchange Tool) - FRCB standards and processes - Developing project management plans and/or integration plans - Overseeing/managing shore platform design and installation efforts. - Must be proficient in MS Excel, PowerPoint and Word software	(R) Five (5) Years of relevant shore installation management experience with the Department of the Navy or comparable Government Agencies (R) At least three (3) year of this experience must be in direct support to a program management office (PMO) or similar organization.
Program Management Specialist	5.1.2.1 5.1.2.5 5.2.3.1 5.2.3.2	(R) Bachelor's degree from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Position requires knowledge and experience in the following areas: - SPAWAR Shore Installation Handbook version 4.0. - Installation Database (SPIDER and IMOTracker) - Risk Management (Risk Exchange Tool) - FRCB standards and processes - Developing project management plans and/or integration plans - Must be proficient in MS Excel, PowerPoint and Word software	(R) Three (3) Years of relevant shore installation management experience with the Department of the Navy or comparable Government Agencies (R) At least two (2) year of this experience must be in direct support to a program management office (PMO) or similar organization.

Senior Logistician	5.2.1.1 5.2.1.2 5.2.1.3 5.2.1.4 5.2.3.3	(R) Bachelor's degree from an accredited college or university (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Proficient in the following supporting databases: PARTS, CDMD-OA, SPIDER, Remedy, HARPS, TDMIS, CMPPro, SCRAT (classified access) and other databases used in the performance of assigned logistics tasks. - Development of all relevant logistics documentation and data - Experience in Key ILS and life cycle support areas to include: Maintenance Planning & Management, Supply Support, Support Equipment, Manpower & Personnel, Training & Training Support, Technical Data, Computer Resources, Packaging Handling Storage & Transportation (PHS&T), and Facilities & Infrastructure. - Experience in the development, reviewing and evaluation of logistics documentation to include; Life Cycle Sustainment Plans (LCSP), Maintenance Concepts/Plans, Navy Training Systems Plans (NTSP), Logistics Requirements and Funding Summaries (LRFS), Program Support Data (PSD) sheets, Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plan, Item Unique Identification (IUID) Implementation Plan, and other logistics documentation as required.	(R) Three (3) years relevant experience as an Logistician working with the Department of the Navy or comparable Government Agencies (R) At least two (2) year of this experience must be in direct support to a program management office (PMO) or similar organization
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Logistician	5.2.1.2 5.2.1.3 5.2.1.4 5.2.3.3 5.4 5.5	(R) Associate's Degree in Arts, Sciences or Related Field.	(D) Position requires knowledge and experience in the following areas: - Development of all relevant logistics documentation and data - Expertise with CDMD-OA and other critical logistics data base systems	(R) Two (2) years or less relevant experience as an Logistician working with the Department of the Navy or comparable Government Agencies (D) At least one (1) year of this experience must be in direct support to a program management office (PMO) or similar organization
Senior Financial/Cost Specialist	5.3	(R) Bachelor's degree from an accredited college or university in accounting, finance or related field (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Position requires knowledge and experience in the following areas: - Development of corrective financial action plans. - Preparation of budget and cost reports for management. - Analysis of variances for projects. - Assistance with financial compliance and procedural audits. - Must be proficient in MS Excel, PowerPoint and Word software	(R) Five (5) years recent experience with NERP, and PBIS, project accounting, and financial reporting. Experience includes development of analysis displays, PowerPoint briefs, and presentations.

Financial/Cost Specialist	5.2.3.1 5.3	(R) Bachelor's degree from an accredited college or university in accounting, finance or related field (Specialized expertise cannot be substituted for a Bachelor's degree) (D) Master's Degree	(R) Position requires knowledge and experience in the following areas: - Preparation of budget and cost reports for management. - Analysis of variances for projects. - Assistance with financial compliance and procedural audits. - - SPAWAR Shore Installation Handbook version 4.0. - Installation Database (SPIDER and IMOTracker) - Risk Management (Risk Exchange Tool) - FRCB standards and processes - Developing project management plans and/or integration plans	(R) Two (2) years recent experience with NERP, and PBIS, project accounting, and financial reporting. Experience includes development of analysis displays, PowerPoint briefs, and presentations.
Technical Writer	5.1.1.1 5.1.1.2 5.3	(R) Technical Writing & Work Processing Cert; or Associates Degree in Business, Journalism or Related Field.	(R) Position requires knowledge and experience in the following areas: - Experience organizing and facilitating fleet validation and verification of technical documentation events. - Experience with technical documentation and general specifications development. - SPAWAR Shore Installation Handbook version 4.0. - Risk Management (Risk Exchange Tool) - FRCB standards and processes - Developing project management plans and/or integration plans -Must be proficient in MS Excel, PowerPoint and Word software	(R) Three (3) years recent Navy C4I or other relevant experience preparing, reviewing, and updating technical manuals and/or Interactive Electronic Technical Manuals (IETM). Experience organizing and facilitating fleet validation and verification of technical documentation events and supporting shore planning events.

Electronic /Electrical Technician	5.2.1.1	(R) Associate's Degree in Math, Engineering, Scientific or Related Field or Technical Trade School, Military Service, or Related Experience.	(R) Position requires knowledge and experience in the following areas: - National Electric Code (NEC) - performing site surveys for C4I installations - SPAWAR Shore Installation Handbook version 4.0 -reading and redlining C4I technical drawings (IDPs, IRDs, As-Builts, FIDs)	(R) Four (4) years recent relevant experience repairing C4I electronic equipment and preparing technical reports/documentation and financial status reports/packages using word processing or desktop publishing capabilities. AS Degree counts as two (2) years of experience.
Drafter/CAD Operator	5.2.2.1 5.2.2.2 5.2.2.3 5.3	(R) HS & Technical Trade School, Military Service, or Related Experience	(R) Position requires knowledge and experience in the following areas: - SPAWAR Shore Installation Handbook version 4.0 - Development and review of shore Installation Design Plans (IDP) in compliance with appendix "Q" of the SPAWAR Shore Installation Handbook version 4.0 and SPAWAR IRD Version 2.0 standard. - Installation Database (SPIDER and IMOTracker) - SPAWAR 4.2 Formatting checklist version 4.1 - FRCB standards and processes	(R) Three (3) years recent Navy C4I or other relevant experience reviewing and updating C4I installation and redline drawings packages using industry standard AutoCAD drafting software.